

**JOB DESCRIPTION**

**POSITION TITLE:** Substitute Teacher, Adult Education  
**JOB CODE:** SUB1  

**DIVISION:** Accountability and Research  
**SALARY SCHEDULE:** N/A  

**DEPARTMENT:** Alternative Education  
**WORK DAYS:** N/A  

**REPORTS TO:** Supervisor, Adult Education  
**PAY GRADE:** N/A  

**FLSA:** Non-Exempt  
**PAY FREQUENCY:** Monthly  

**PRIMARY FUNCTION:** Serves as substitute teacher for adult learners who are seeking to obtain their GED, high school diploma, or further advance their English speaking skills.

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED required  
2. Certification/License Required: None  
3. Experience: 2 years of teaching experience preferred  
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities  
5. Knowledge, Skills, & Abilities: Written and oral communication, student management, bilingual ability preferred

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.  
2. Implements ABE/GED and or ESL instruction based on emergency lesson plans.  
4. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ________________________

Signature of Supervisor ___________________________ Date ________________________